

ACADIA UNIVERSITY JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

Minutes

Meeting November 21st, 2019 - 10:02-11:30 a.m.
Boardroom – Acadia Divinity College

Present (Quorum)

Greg Deveau, Operations Supervisor
& OHS Coordinator, Safety & Security
Richard Johnson, Athletics
Eveline DeSchiffart, Acadia Divinity
Ann Myers, SEIU, Library – Co-Chair
Eveline DeSchiffart, Acadia Divinity
James Sanford, Co-Chair
Brian Wilson, AUFA
Teri Gullon. AUFA
Suzanne Stewart, SEIU
Derek Parker, Physical Plant
Kim Surette, (Minutes) Physical Plant
Derrick Hines, Chartwells
Pat Mora, Business Office
Sandra Symonds, AUPAT

Regrets

Marcel Falkenham, Director Facilities
Laura Miller, Chartwells
Patrick Difford, Director, Safety & Security
Mike Holmes, AUPAT
Kathy Klein, Human Resources

1. **Call to order** – 10:02 a.m. by Ann Myers
2. **Approval of Minutes** - October 24th, 2019 approved as corrected (Brian & Teri) – Suzanne Stewart’s domestic violence in workplace seminar omission added.
3. **Approval of Agenda** – Teri Gullon (4 Additional Items Added)
4. **Business Arising from Previous Minutes:**
 - a. **Building Managers Action Plan** – Greg to update list from information coming back from his emails; he will continue to reach out to building managers for information. Muster area information to be sent out in December for fire drills, etc.
 - b. **First Aid Training Update** – Greg advised not enough interest for the one day, Emergency 1st Aid course scheduled for October 30. Greg and Hilton will be campus first aid trainers, as approved by Patrick. A training calendar for January to be done. Ann suggested consistent training dates should be setup; to get the right person at the right time (i.e. study breaks). Expectation would be when taking course would be used on campus.

- c. **Policy & Website Action** – Deferred to January Meeting to allow for feedback. Presentation to be done and vote at that time.

- d. **Muster Stations Issues** – Deferred to January Meeting to review how muster stations now communicated, labelled, signage, etc. Greg to post to website present information, will email Managers regarding outside signage on buildings. Will email document to Richard Johnson and Aran Silmeryn for muster station review. Teri suggested a review of the Huggins/Elliott/Huestis Innovation Centre and the Arena/Gym/Stevens area locations. Fire drills done in Residences (Chase & Tower to be scheduled), Wheelock, Vaughan & Bancroft.

Greg to work with Building Managers about time and dates for fire drills. Greg & Kim to verify building civic address are correct and verify with Facilities on recommendations for 911 signage.

- e. **Fit to Learn Fit to Work** – Teri meet with Dean of Science to get direction and consensus with draft policy. Committee agreed to appoint Teri as chair to form a sub-committee to move forward with reviewing policy and to draft a general policy more specific to us. ASU, HR (Kathy Klein) to be included and to start ASAP before next year. Pat to reach out to other Universities to see what policies they may have in place.

- f. **Domestic Violence in Workplace** – Suzanne advised that the minutes of October did not mention her attending the Atlantic Region Canadian Labour Congress at Antigonish and that one of the topics was domestic violence at work training and changes to legislature. In attendance were RCMP staff that deal with transition houses/front line staff, non-government organizations and Dept of Justice.

5. New Business

- **Domestic Violence in Workplace Assessment – Follow-up** – Suzanne would like to address the committee at the January meeting. She would like to do a presentation for the committee to help facilitate a campus awareness of how to deal with, identify signs, risks. She would like to deliver to student RA's and committee. She believes we should have a safety plan on campus. Greg advised committee should be first to here and will add this to January meeting agenda.

- **Working at Heights** – Greg expressed concern that we presently do not have a policy for working at heights (i.e. catwalks). Who requires heights training as we have several theatres, when areas last inspected, liability and policy review. Pat to reach out to see what other Universities have in place. Committee to look at January meeting.

- **Health Compliance for Contagious Illnesses** – Greg when a contagious illness it has been disclosed and confirmed, then we can act on it. Derek advised the Department of Health becomes involved when cases are confirmed.
- **NS Health & Safety Charter** – Suzanne asked if anyone new of this charter and of what significance it was. Signed October 2015 by Scot Roberts as one of the five principle participants. She will send to committee for review and feedback next meeting.
- **Reporting Incidents** – Suzanne advised some confusion on whether to report or not on website. Greg advised when in doubt call 1103 and they will deal with the situation.

6. Incident reports (16 reports)

- a. One ergonomic assessment
- b. Parking Lot – issues with parking (lines not visible) and speed at Athletic Complex
- c. Homeless encounter up
- d. Fire alarm audio review
- e. BAC/Library fire doors
- f. Slippery areas (leaves/wet)
- g. 4 Incidents of Injuries (Athletic Complex, Pool & Safety & Security)
- h. Report Mold
- i. Blocked fire exit Wu Welcome Centre

7. Summary of Actions and Results Timetable arising from Meeting:

- Building Manager Action Plan review
- First Aid Training & Training Calendar
- Policy & Website Action review
- Muster Stations, Civic Addresses, Fire Drills
- Fit to Learn/Fit to Work
- Domestic Violence in Workplace
- Working at Heights
- NS Health & Safety Charter review

8. Adjournment – Approx. 11:35 a.m.

9. Next meeting – January 23, 2020 at 10:00-11:30 am – Acadia Divinity Board Room